

CENTERS

INSPIRE. EMPOWER. ADVANCE.

TO: Bill Bannister

Controller

Brailsford & Dunlavey

1140 Connecticut Avenue, NW Suite 400

Washington, DC 20036

DATE: 05/8/2020

INVOICE #: INV 19-000256

PROJECT #: NMSU

PROJECT: New Mexico State University Consulting

CUSTOMER PO	PAYMENT TERMS	DUE DATE	ASSOCIATE
	Net 30	6/7/2020	Jeffrey Sessine
Item Description		Budget Code	TOTAL

Operational Assessment and Business Planning Services for the Recreation Center at New Mexico State (February – April 2020)	\$25,105.60
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TAX	\$0.00
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TOTAL	\$44,012.80
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DISCOUNT	\$0.00
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FEDERAL TAX ID NUMBER: 52-2119205
Make all checks payable to CENTERS, LLC
THANK YOU FOR YOUR BUSINESS!

RETENTION	\$0.00
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RETAINER APPLIED	\$0.00
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TOTAL DUE THIS INVOICE	\$44,012.80
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From: [Natasha Pereira](#)
To: [Jeff Sessine](#); [Marife Sotomayor](#)
Cc: [Maresha Leizear](#)
Subject: RE: Consulting Fee Invoice - New Mexico State University
Date: Thursday, May 14, 2020 11:25:00 AM
Attachments: [New Mexico State University Campus Recreation Fully Executed Contract \(2....pdf](#)
[NMSU Recreation - Invoicing Worksheet \(5.13.20\).xlsx](#)

Thank you both for your patience. I've attached the contract for your reference - \$46,710 is for fee & \$8,306 is for expenses. I've applied the 80/20 split for each & get the numbers below:

B&D Fee Portion	\$ 9,342.00	B&D Expense Portion	\$ 1,661.20
Centers Fee Portion	\$ 37,368.00	Centers Expense Portion	\$ 6,644.80
Fee Total - matches contract	\$ 46,710.00	Expense Total - matches contract	\$ 8,306.00
B&D Fee & Expense Total	\$ 11,003.20		
Centers Fee & Expense Total	\$ 44,012.80		
Total - matches contract total	\$ 55,016.00		

FEE: Based on the invoices we've sent & plan to send (see Chet's worksheet) this is what the Centers fee portion should be. Please send us 3 fee invoices for Feb, March & April.

B&D Invoices Sent to NMSU	Invoice Fee Total	B&D	Centers	Centers – TO DO
February (sent 3/25/20)	\$ 15,240.00	\$ 3,048.00	\$ 12,192.00	Send us the Centers invoice this week
March (sent 4/20/20)	\$ 9,258.50	\$ 1,851.70	\$ 7,406.80	Send us the Centers invoice this week
April (sending this week)	\$ 6,883.50	\$ 1,376.70	\$ 5,506.80	Send us the Centers invoice this week
May & beyond	\$ 15,328.00	\$ 3,065.60	\$ 12,262.40	Send us the Centers invoice by 6/3/20
Total	\$ 46,710.00	\$ 9,342.00	\$ 37,368.00	

EXPENSES: Of the \$6,644.80 of the Centers portion of the expense budget; \$2,157.43 has already been invoiced to us. B&D is unable to pay the funds remaining in the expense budget till the expenses have been incurred by Centers & we've invoiced & been paid NMSU. Otherwise B&D is eating this cost.

Expense		Notes
Centers Expense Budget	\$ 6,644.80	
Invoice INV 19-000184	\$ (2,157.43)	B&D to pay Centers when we receive payment
Remaining Expense Budget	\$ 4,487.37	Centers has not incurred these expenses

Please let me know if you have any questions. I'm happy to jump on a call tomorrow (any time after 2 PM) if this needs further explanation.

Thanks,
Tash

Tash Pereira | STAFF ACCOUNTANT

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